

# A HANDBOOK FOR GRADUATE STUDY

M.S., APPLIED ECONOMICS AND STATISTICS

PH.D., APPLIED ECONOMICS

Department of Applied Economics & Statistics  
Clemson University  
Clemson, South Carolina 29634-0313

# A HANDBOOK FOR GRADUATE STUDY: DEPARTMENT OF APPLIED ECONOMICS AND STATISTICS

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## Welcome!

You are reading this handbook for one of two reasons: you have asked for more detailed information about our graduate programs or you have already been accepted into our graduate program. Congratulations in either case for your desire to continue your education by pursuing a graduate degree. Over the next several years, your efforts will be devoted to fulfilling the requirements of this department and the Graduate School for your desired degree. We wish you success as you begin this phase of your graduate education. The faculty and staff of this department are devoted to helping you achieve your goal. If you have any questions or concerns, feel free to contact me.

*Hoke S. Hill*

*Chair, Department of Applied Economics and Statistics*  
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## Introduction

This handbook is designed to serve as a guide and reference for the graduate student. It provides information on degree requirements, regulations, and departmental policies that apply to graduate study in the Department of Applied Economics and Statistics at Clemson University.

The general requirements listed in the *Clemson University Graduate School Announcements* concerning admission, residence requirements, academic standards, admission to candidacy, credit load, etc., apply to all graduate students at Clemson. Each student should become familiar with the *Announcements* which is available online at <http://www.grad.clemson.edu/forms.php>.

This handbook supplements the *Clemson University Graduate School Announcements* and other publications such as:

*Graduate Study in Applied Economics and Statistics at Clemson University*, available from the Department of Applied Economics and Statistics.  
<http://cherokee.agecon.clemson.edu/recruit.pdf>

*Clemson University Schedule of Classes*, available online at <http://soc.clemson.edu>

*Guide for the Preparation of Theses and Dissertations*, a guide to the electronic submission process for thesis and dissertations is available online at <http://www.grad.clemson.edu/manuscript/>.

## Graduate Program Committee

Graduate program policy in the Department of Applied Economics and Statistics is administered by the Department Chair. The Graduate Program Committee, which is appointed annually by the Department Chair, advises the Chair on general graduate program matters and recommends appropriate graduate policy changes to the faculty.

A subcommittee of the Graduate Program Committee reviews all applications for the Master's and Ph.D. programs in the Department of Applied Economics and Statistics and makes recommendations about admissions. The committee may recommend that students complete remedial course work if their applications reveal specific deficiencies in preparation. The Graduate Program Committee also makes recommendations on the awarding of financial assistance to prospective Master's and Ph.D. students.

Students having questions about the graduate program should consult Graduate Coordinators Dr. William Bridges, (864-656-3012, [wbrdgs@clemsun.edu](mailto:wbrdgs@clemsun.edu)) or Dr. Scott Templeton, (864-656-6680, [stemple@clemsun.edu](mailto:stemple@clemsun.edu)); or Ellen Reneke, Staff Assistant for Graduate Programs (864-656-5791) [ereneke@clemsun.edu](mailto:ereneke@clemsun.edu).

## Major Professor and Advisory Committee

Each new graduate student will be assigned an advisor at the beginning of the second semester by the graduate program coordinator. The advisor assists the student in course choices and scheduling, and supervises the student's teaching and/or research assistantship duties. See the section on **Financial Assistance** for more details on assistantship duties and responsibilities. The student's teaching-research assistantship duties are not necessarily with the academic advisor.

It is the responsibility of the new graduate student to become familiar with the members of the faculty and their areas of research interest. Students are urged to visit with faculty members about areas in which thesis or dissertation research might be possible. This process is facilitated by the booklet titled *Graduate Study in Applied Economics and Statistics at Clemson University*.

Copies of the booklet are available from Ellen Reneke, 269 Barre Hall or online at <http://cherokee.agecon.clemson.edu/recruit.pdf>

The Master's student should choose a major professor by the end of the second semester. The doctoral student should choose a major professor by the end of the fourth semester. The major professor at this point assists the student in course decisions and supervises assistantship duties, but more importantly the major professor is the research supervisor and chairman of the advisory committee. The student should choose the major professor based on common research interests.

The student and major professor together select the other members of the student's advisory committee. M.S. students must have at least three faculty members (including the major professor) serving on their advisory committees. Ph.D. committees consist of at least four faculty members (including the major professor). Typically the advisory committee consists of at least one faculty member from the John E. Walker Department of Economics as well as faculty members from the Department of Applied Economics and Statistics.

## Degree Curricula

The graduate degree curriculum is the blueprint for the student's academic program. It lists the desired courses and areas of academic concentration leading to the degree. **All graduate students should complete and file a Graduate Degree Curriculum (GS2 Form) as early as possible in their programs.** This benefits the student as it ensures thorough program planning and a feasible scheduling of courses. Filing a new GS2 Form is relatively easy if plans need to be changed. The GS2 Form is available from the Graduate School web page at <http://www.grad.clemson.edu>. The graduate degree curriculum must be approved by the student's advisory committee, the Department Chair, the Dean of the College of Agriculture, Forestry and Life Science, and the Dean of the Graduate School. The GS2 Form also serves to formally establish the student's advisory committee and major professor.

The course requirements presented here cover the appropriate breadth of material expected of one earning the respective degree. In special cases, with the concurrence of the major professor and the advisory committee, a student may substitute courses in keeping with his or her particular interests and/or needs for courses listed in the required curriculum.

### Master of Science

M.S. students must complete at least 30 semester hours of graduate credit. Students select one of the options listed below.

### THESIS Option

All Thesis Option M.S. students must complete at least 24 semester hours of course work and 6 semester hours of thesis research. Of the 24 semester hours of course work, 18 hours must be numbered 800 or above. The core course curriculum is:

	<u>Credit Hours</u>
ECON 801 Microeconomic Theory	3
ECON 805 Macroeconomic Theory	3
APEC 804 Applied Mathematical Economics	3
APEC 806 Econometrics I <i>or</i>	3
EX ST 803 Regression and Least Squares Analysis	
APEC 891 Master's Thesis Research	<u>6</u>
Total:	18

Two additional 800-level courses in applied economics (6 credits) are required. The remaining 6 credits must be in 600-level courses or above and approved by the Major Professor and Advisory Committee by signature on the student's GS 2 form. The thesis option is recommended for those who intend to pursue a Doctor of Philosophy degree in economics or applied economics at Clemson University or elsewhere.

After one year in the M.S. Thesis Option, students can change from thesis to non-thesis option **only** with the permission of the department chair and major advisor

### NON-THESIS Options

There are five options – Agribusiness, Regional Economic Development, Applied Statistics, Environmental and Natural Resource Economics, and Agricultural Economics. For each non-thesis option, M.S. students must complete the following:

1. a minimum of 30 semester hours of course work with 21 hours numbered 800 or above,
2. a professional paper on a topic that is approved by the M.S. committee.

### AGRIBUSINESS Option:

The NON-THESIS core course curriculum is:

	<u>Credit Hours</u>
EX ST 801 Statistical Methods [ <i>or</i> ]	
APEC 806 Econometrics I	3
MBA 802 Managerial Economics [ <i>or</i> ]	
ECON 801 Microeconomic Theory	3
APEC 819 Futures and Options [ <i>or</i> ]	
APEC 621 Globalization [ <i>or</i> ]	
APEC 657 Natural Resource Use, Technology, and Policy	3

APEC 660	Agricultural Finance [or]	
ECON 841	International Finance [or]	
ECON 855	Financial Economics	3
APEC 652	Agricultural Policy [or]	
APEC 658	Management of Natural Hazards and Environmental Risks [or]	
APEC 822	Contemporary Public Policy	3
Total:		15

In addition to the NON-THESIS core curriculum and the professional paper, Agribusiness Option students must complete:

1. nine (9) additional semester hours from one of the business concentration areas (Agribusiness Management; Agribusiness Marketing or Finance and Real Estate); and
2. six (6) hours *either* from a second business concentration area *or* from one of the technical concentration areas (Plant Industries, Animal Industries, or Environmental Industries).

*Courses taken to satisfy concentration area requirements must be approved by the student's advisory committee.*

### **REGIONAL ECONOMIC DEVELOPMENT Option:**

The NON-THESIS core course curriculum is:

		<u>Credit Hours</u>
EX ST 803	Regression and Least Squares Analysis [or]	
APEC 806	Econometrics I	3
MBA 802	Managerial Economics [or]	3
ECON 801	Microeconomic Theory	
ECON 805	Macroeconomic Theory	3
APEC 612	Regional Economic Development Theory and Policy	3
APEC 832	Community and Regional Economics	3
Total:		15

In addition to the NON-THESIS core curriculum and the professional paper, the Economic Development Option students must complete:

1. Nine (9) additional semester hours from the Economic Development Concentration area.
2. Six (6) additional semester hours from Agricultural and Applied Economics, Economics, and City and Regional Planning or other courses approved by the advisory committee.

The following courses will satisfy the concentration area requirements:

ECON 831	Economic Development	3
APEC 611	Regional Impact Analysis	3
CRP 634	Geographic Information Systems (GIS)	3
CRP 834	Planning Applications of GIS	3
ECON 840	International Trade	3
ECON 820	Public Finance	3

### **APPLIED STATISTICS Option**

The NON-THESIS core course curriculum is:

		<u>Credit Hours</u>
EXST 802	Statistical Methods II	3
EXST 803	Regression and Least Squares Analysis	3
EXST 804	Sampling	3
EXST 805	Design and Analysis of Experiments	3
EXST 811	Special Problems in Experimental Statistics	3
EXST 812	Selected Topics in Experimental Statistics	3
APEC 806	Econometrics I	3
Total:		21

In addition to the NON-THESIS core curriculum and professional paper, the Applied Statistics Option students must complete:

1. Six (6) semester hours from the following:

ECON 801	Microeconomic Theory	3
ECON 805	Macroeconomic Theory	3
MBA 802	Managerial Economics	3
APEC 822	Contemporary Public Policy	3

2. Three (3) semester hours from any APEC 600/800 or ECON 600/800 or MBA 806 or another course approved by the Advisory Committee.

**ENVIRONMENTAL AND NATURAL  
RESOURCE ECONOMICS Option:**

The NON-THESIS core course curriculum is:

	<u>Credit Hours</u>
EX ST 803 Regression and Least Squares Analysis [or]	
APEC 806 Econometrics I	3
MBA 802 Managerial Economics [or]	3
ECON 801 Microeconomic Theory	
ECON 805 Macroeconomic Theory	3
APEC 657 Natural Resource Economics Theory And Policy [or]	3
APEC 809 Advanced Natural Resource Economics	
APEC 675 Economics of Wildlife Management and Policy	3
 Total:	 <u>15</u>

In addition to the NON-THESIS core curriculum and professional paper, the Natural Resource Economics Option students must complete:

1. Nine (9) additional semester hours from the Resource Economics Concentration area.
2. Six (6) additional semester hours from Agricultural and Applied Economics, Economics, and City and Regional Planning, Environmental Systems Engineering or other courses approved by the advisory committee.

The following courses will satisfy the concentration area requirements:

APEC 658 Management of Natural Hazards and Environmental Risks	3
APEC 809 Advanced Natural Resource Econ.	3
ECON 811 Environmental Economics	3
CRP 634 Geographic Information Systems (GIS)	3
CRP 834 Planning Applications of GIS	3
APEC 810 Natural Resources Mgmt and Policy	3
APEC 822 Contemporary Public Policy	3

**AGRICULTURAL ECONOMICS Option:**

The NON-THESIS core course curriculum is:

	<u>Credit Hours</u>
EX ST 803 Regression and Least Squares Analysis [or]	
APEC 806 Econometrics I	3
MBA 802 Managerial Economics [or]	
ECON 801 Microeconomic Theory	3
ECON 805 Macroeconomic Theory	3
APEC 804 Applied Mathematical Economics	3
APEC 822 Contemporary Public Policy	3
 Total:	 <u>15</u>

In addition to the NON-THESIS core curriculum and professional paper, the Agricultural Economics Option students must complete:

1. Nine (9) additional semester hours from the Agricultural Economics Concentration area.
2. Six (6) additional semester hours from Agricultural and Applied Economics, Economics, Management, Marketing and the MBA program or other courses approved by the advisory committee.

The following courses will satisfy the concentration area requirements:

APEC 652 Agricultural Policy	3
APEC 657 Natural Resource Economic Use, Technology, and Policy	3
APEC 658 Management of Natural Hazards and Environmental Risks	3
APEC 621 Globalization	3
APEC 817 Advanced Production Economics	3
ECON 824 Organization of Industry	3

***Peace Corps Master's International  
(PCMI) in Applied Economics and  
Statistics***

The PCMI: M. S. in Applied Economics and Statistics requires a minimum of 30 credit hours. Credits awarded during Peace Corps service exceed the minimum and replace credits normally earned by a traditional student doing an internship, field work or the research needed to complete professional paper requirements.

The following outlines a typical progression through the PCMI: MS-AES program:

First Year – Fall Semester	12 credit hours
First Year – Spring Semester	12 credit hours
Summer	0 credit hours
Language Training	0-2 credit hours
Credits while abroad	up to 8 credit hours
Final Semester – return to CU	9 credit hours

One credit per semester under Special Topics (APEC 899: Selected Topics), up to a total of 8 credit hours, may be earned while on Peace Corps assignment. The subject matter and specific academic requirements will be determined in collaboration with the student's advisory committee. Up to 2 credit hours may be earned for language training.

#### Specific Program Requirements:

The PCMI:MS-AES program offers five non-thesis options: Agribusiness, Economic Development, Natural Resource Economics, Agricultural Economics and Applied Statistics. For each non-thesis option, M.S. students must complete a minimum of 30 hours of course work including 21 hours in courses numbered 800 or above and a professional paper on a topic approved by the student's advisory committee. Core courses and electives for each option are listed on pages 2-5 in this handbook.

### ***Doctor of Philosophy***

Each student who enters our Ph.D. program has unique background, preparation, and professional goals. The student, in consultation with the major professor and advisory committee, will construct a graduate degree curriculum compatible with the student's goals. Nonetheless, the following courses or equivalent credits are required of all Ph.D. students.

<b><i>Economic Theory</i></b>	<u>Credit Hours</u>
ECON 801 Microeconomic Theory I	3
ECON 802 Microeconomic Theory II	3
ECON 901 Price Theory	3
ECON 805 Macroeconomic Theory I	3
ECON 905 Advanced Macroeconomic Issues (Macroeconomic Theory II)	3
ECON 915 General Equilibrium and Growth	3

### ***Quantitative Methods***

APEC 804 Applied Mathematical Economics	3
APEC 806 Econometrics I	3
ECON 807 Econometrics II	3
ECON 808 Econometrics III [or]	

ECON 909 Advanced Time Series Econometrics	3
Total:	<u>30</u>

In addition, The Graduate School requires 18 hours of research credit, APEC 991.

Doctoral students in the Department of Applied Economics and Statistics typically enroll in the following sequence of courses in the first three years:

First Year	
<u>First Semester</u>	<u>Second Semester</u>
APEC 804	Elective or Field Course
ECON 801	ECON 802
ECON 805	ECON 905
Second Year	
<u>Third Semester</u>	<u>Fourth Semester</u>
APEC 806	ECON 807
ECON 901	ECON 909 or Elective Course
ECON 915	Elective or Field Course
<i>Comprehensive Exam in Theory (August or January)</i>	
Third Year	
<u>Fifth Semester</u>	<u>Sixth Semester</u>
ECON 808, Field Courses and/or Electives	

Although typical, the previous schedule of courses can be modified. For example, a student might take APEC 806 and ECON 807 in the first year. However, each student is expected to have demonstrable competence in economic theory and quantitative methods by the end of the second year.

### ***Fields of Specialization***

PhD students in the Department of Applied Economics and Statistics must demonstrate competency in at least two fields of specialization. A field consists of at least two closely related 800- or 900-level courses. Students must earn at least a 'B' in each of their field courses.

One of the fields must be a primary field that is offered by the Department of Applied Economics and Statistics. To demonstrate competency in a primary field, a student must also pass a field examination in two attempts, in addition to earning at least a 'B' in the required 800- or 900-level courses. Students do not take a field exam for a secondary field. Students may take as many primary or secondary fields as they wish.

The field examination will be administered by an ad hoc committee of at least two members who are approved by the Department Chair. Students can take a field examination only after successful completion of the comprehensive examination.

Preparation and grading of the field examination will be the responsibility of the committee, although other faculty members may be asked for assistance. The examination will draw upon material covered in the required field courses. The field examination will be

evaluated on a pass-fail basis. The grade will be determined by a majority vote of the members of the ad hoc committee and such other faculty as they designate as voting members. Students are encouraged to discuss their answers with members of the ad hoc committee.

Students must report completion of their primary and secondary fields to the graduate student coordinator. To stay on a typical schedule, students should finish their fields during their third year.

**Following are the department's doctoral fields:**

***Agricultural Production & Marketing***

Credit Hours

APEC 817	Advanced Production Economics	3
APEC 819	Futures and Options Markets	3
APEC 828	Market Structure and Marketing in Agricultural Industries	3

***Environmental and Natural Resource Economics***

APEC 809	Advanced Natural Resource Economics	3
APEC 904	Seminar in Resource Economics	3
ECON 811	Economics of Environment	3

***Public Policy***

APEC 822	Contemporary Public Policy	3
ECON 821	Public Choice	3
ECON 826	Economic Theory of Government Regulation	3

***Regional and Development Economics***

APEC 832	Community and Regional Economics	3
APEC 906	Seminar in Area Economic Development	3
ECON 831	Economic Development	3

***Applied Statistics***

EXST 804	Sampling	3
EXST 805	Design of Experiments	3
EXST 812	Multivariate and Categorical Data Analysis	3

***Other***

Students may choose a secondary field or a second primary field that is offered in the John E. Walker Department of Economics such as industrial organization, labor economics, and international trade and finance. Students may also develop a secondary field of specialization based on courses in the Department of Applied Economics and Statistics, the John E. Walker Department of Economics, or other department. The proposed secondary field must be approved by student's advisory committee.

**Demonstration of Core Competencies**

***Comprehensive Examination in Economic Theory***

Admission to candidacy for the Ph.D. degree is contingent upon successful completion of the comprehensive examination in Economic Theory, both Microeconomics and Macroeconomics.

Full-time students are expected to take their first microeconomic and macroeconomic examination no later than one year, or two semesters, after enrolling in the Ph.D. program. Students who fail the first examination may take the examination a second time after three semesters, in the program. The comprehensive examinations will be given on the first Friday of the Fall semester and the first Friday of the Spring semester. The department chair and the student's advisor may grant an exception to this requirement for a part-time student or one who enters in the spring semester.

Students who fail the comprehensive examination twice will have their funding at least reduced, if not eliminated entirely. . In extremely unusual and unforeseeable circumstances, students may take the comprehensive exam a third time if they explain in a formal letter, addressed to the graduate program coordinator, why a third attempt is warranted and which courses the student plans to take or review to prepare. The letter must be approved by the student's advisor, graduate program coordinator, and the chair of the department. If students pass the comprehensive exam on the third attempt, departmental and grant-related funding will be reinstated, subject to availability of funds.

Students who fail the comprehensive examination twice will be allowed to change to the M.S. non-thesis degree program. Students must complete the prerequisite number of hours of course work and successfully defend a professional paper.

All faculty members of the Department of Applied Economics and Statistics and the John E. Walker Department of Economics will be invited to submit and grade questions for the exam. The exam will be evaluated on a pass-fail basis. The grade for each student's test will be determined by a combination of all graders evaluations. Students are encouraged to discuss their written exam responses with members of the comprehensive examination committee.

The results of each comprehensive examination shall be forwarded via written notice to the student, the Program Administrator and the Graduate School within three weeks after completion. For administrative purposes, the GS5 Form must be sent to the Graduate School to report the comprehensive exam result. Under no circumstances, except for medical, emotional,

or personal problems unrelated to academic pursuits and arising at the same time of the examinations, shall the examination be adjourned and reconvened.

Questions on comprehensive examinations will not be restricted to specific topics covered in the course work of the two departments or any other department within the university. The Ph.D. student is expected to have done extensive independent reading and study and to be abreast of current events and developments within the discipline. The Ph.D. is a terminal professional degree, and the recipient of this degree is expected to have the theoretical and technical competence to analyze problems to which he or she has not been exposed previously.

### ***Econometrics***

Proficiency in econometrics is established in two steps. The first step consists of a two-course sequence, currently APEC 806 and ECON 807. The final exam in ECON 807 will be composed and graded by a committee under the direction of the course's instructor. A student must receive a grade of B or better on this exam to satisfy the requirement for the first step. A second exam will be offered during the first week of classes in August to students who fail this exam. If a student fails to pass this exam, he or she is strongly advised to retake the course sequence in the following year.

The second and final step will be to earn a grade of 'A' or 'B' in either cross-section (ECON 808) or time-series (ECON 909) econometrics.

## **Graduate Student Research**

### **Thesis or Dissertation:**

Each student in the Thesis Option M.S. program or in the Ph.D. program must select a research problem, develop an outline setting forth a research plan, and conduct a research project, in consultation with the major advisor. The report of this research must satisfy thesis or dissertation standards for M.S. and Ph.D. students. .

Copies of the thesis or dissertation must be delivered to the student's advisory committee at least three weeks before the final oral examination. After the examination, revisions by the student must be approved by the major advisor and committee members.

Theses and dissertations are submitted electronically. Detailed instructions for formatting and submitting the thesis or dissertation are found at <http://www.grad.clemson.edu/manuscript/>. Instead of an approval page, the GS7 will be used to indicate passage of the exam **and** final committee approval of the thesis or dissertation. **Students are now required to provide only one hard copy of their thesis or dissertation—the one for the department.**

The responsibility for placing the thesis or dissertation in proper final form rests with the student. Instructions are available at <http://www.grad.clemson.edu/manuscript/>

### **Professional Paper:**

Non-thesis M.S. students, including PCMI students, will write a paper of professional quality. The purpose of the professional paper is to demonstrate the student's expertise in the application of problem-solving techniques and research generally used by professionals in their chosen field of endeavor to resolve a practical problem.

The Professional Paper will maintain the highest professional standards in content, style and appearance with a consistent format throughout. The paper should be the original work of the student.

The body of the paper should typically consist of introduction, literature review, objectives, approach results and applications, and literature cited. The title page must follow the style, spacing and form designated by the department. See sample on page 11.

After the final oral examination, when all changes/corrections have been completed and the GS 7 signed by the student's committee, two copies (one electronic and one paper) are to be delivered to the department Graduate Coordinator.

### **Seminar:**

Each graduate student in the Department of Applied Economics and Statistics will be required to present a seminar. In most cases, the subject matter is related to the student's research. A Non-Thesis Option M.S. student may discuss his/her internship or cooperative learning experience or professional paper. The timing of the presentation will be determined by the student, in consultation with the student's committee, at a time and place arranged by the student and the chairman of the Seminar Committee. If, for any reason, it is inappropriate for the student to present a seminar on his research, it is the responsibility of the student's major advisor to petition the Department Chair for a waiver of the requirement.

Publication is an integral part of research. All Thesis Option M.S. students and all Ph.D. students are expected to complete research of publishable quality; however, significant changes usually are necessary before theses and dissertations can be submitted for publication. The major professor will have the responsibility for determining when such a draft has been prepared.

## ***Final Oral Examination (M.S. and Ph.D.)***

A final oral examination of the M.S. (thesis or non-thesis) or Ph.D. candidate must be passed at least two weeks prior to the deadline for the GS7 form to be turned into Enrolled Services (usually two weeks prior to Graduation.. **This examination must be scheduled with the Graduate School at least 10 days before it is to be conducted.** The final oral exam cannot be scheduled until the student has completed an acceptable draft of the thesis or professional paper for the M.S. or dissertation for the Ph.D. The date for the oral examination is established by the student's major professor in consultation with the student and the student's advisory committee members. **A copy of the professional paper, thesis or dissertation must be provided to the members of the student's advisory committee at least three weeks before the final oral examination.**

The student's advisory committee will conduct the final oral examination, but all faculty members in the University are invited to attend and participate. The exam may cover any material in the candidate's program, and in the case of the Master's student, it should be understood that the oral examination constitutes the final comprehensive exam. Students who have conducted research must demonstrate a broad, penetrating understanding of their research and the conclusions drawn from it. All students must demonstrate a general understanding of applied economics. Final oral exams are only open to faculty.

## **Financial Assistance**

All graduate assistantships are awarded on a competitive basis. Assistantship appointments may be for either 12 months or 9 months and are renewable annually. Renewal is based on the student making satisfactory progress in the degree program **and** performing assistantship responsibilities satisfactorily.

For the 2008-2009 year, the standard beginning assistantship is \$10,000 for the academic year for M.S. students and \$15,000 for the calendar year for Ph.D. students.

South Carolina law requires that all international teaching assistants pass an English speaking exam before they can be certified as a laboratory teaching assistant. The exam (SPEAK) is administered by the English Department at Clemson and is similar in form to the Test of Spoken English administered by Education Testing Service (ETS). The SPEAK exam is offered at the start of each semester and once during the summer. It is expected that students will pass this exam during the first year of study. If a student does not pass the exam by the end of the first year of study, that student may be asked to leave the program. ***Stipends for students who have not yet passed the SPEAK exam will be lower than for those who have***

***passed and can therefore serve as laboratory teaching assistants.***

All students receiving assistantships will be expected to teach lab sections of Experimental Statistics 301 and 801. Other teaching assistant duties such as grading for and assisting faculty with large course sections may also be required.

All students receiving assistantships are responsible for assisting departmental faculty in the conduct of the teaching and research programs. The work that graduate assistants do for their assistantships may or may not be directly related to their thesis or dissertation research. ***Graduate assistants are employees of the University and are expected to be in their offices each day that is not a University holiday. Students who need to be away from the office at other times should inform their advisors.***

The maximum period for which a graduate student may receive an assistantship from the Department is two years for M.S. students and four years for Ph.D. students. Requests to extend the time that a student may receive an assistantship are granted only under extraordinary circumstances. Therefore, it is extremely important for students to be aware of these limits and to plan their program of study accordingly.

The 2007-2008 tuition, including all related fees, for graduate students who are **residents of South Carolina** and not on assistantship is \$3,157 per semester for students taking 12 or more credit hours and \$1,350 for each summer session. Tuition for **non-resident** graduate students who are not on assistantship is \$6,317 per semester and \$2,280 for each summer session. All graduate students receiving assistantships at any level of funding pay reduced tuition and fees, currently \$950 per semester. Tuition may be paid through payroll deduction except for the first semester of the student's enrollment. (tuition/fees amounts are set by the Board of Trustees during their July meeting for the following academic year.)

All graduate students are required to have health insurance. Students who are already covered by policies that meet the University's requirements are eligible for waivers. All others are covered by the Clemson University Student Insurance Plan. Fees are included with tuition & fees for Fall and Spring semesters (summer premium is included in the Spring semester) and students are automatically enrolled. Fees for the Clemson University Student Insurance are subsidized by the Graduate School.

Students may receive hourly pay or additional income for working on specific projects or for additional teaching assignments. Hourly pay does not qualify one for reduced tuition.

## ***Minimum Enrollment for Graduate Assistants***

A minimum enrollment is required for appointment as a graduate assistant. During the academic year, the minimum enrollment is nine semester hours. During the summer sessions, the minimum enrollment is three semester hours per session.

## **Departmental Facilities, Supplies, and Services**

Graduate students have access to a variety of research and educational facilities. It is the student's responsibility to become acquainted with these facilities and to understand the procedures for using them.

The department attempts to provide office space for all graduate students. Available office space is allocated using the following priorities:

1. students receiving assistantships,
  - a. Ph.D. students who have passed the comprehensive examination and are working on dissertations,
  - b. Ph.D. students taking courses or studying for the comprehensive exam,
  - c. Master's students with degree curriculum filed and working on research,
  - d. All other Master's students.
2. students not receiving financial assistance (*a* through *d* above).

Graduate students are provided office supplies to be used in connection with their research. ***The department cannot furnish office supplies for course work or non-research purposes.*** Graduate students also have access to telephones, the mainframe computer, and the departmental computer lab.

The major professor authorizes the granting of any necessary secretarial services for graduate students working on research projects. Copying services for research purposes must also be authorized by the major professor.

Graduate students who need to travel in performing research or other departmental duties must coordinate requests for travel on university funds and using university vehicles through the major professor.

Students are expected to do their own computer work, including programming.

**The student is responsible for making arrangements to insure that the final copy of the thesis or dissertation meets graduate school standards.**

## **Applied Economics and Statistics Graduate Student Organization**

The Applied Economics and Statistics Graduate Student Organization (GSO) is open to all students wishing to join. The purpose of the GSO is to maintain a formal channel of communication between the graduate students and the department faculty and staff through which ideas and issues of concern may be exchanged. Also, the GSO provides a forum for the graduate students to discuss matters relating to their professional and social welfare.

The structure of the GSO is organized as: the Executive Committee (President, Vice President, Secretary, Treasurer); Graduate Student Association (GSA) Senators (2); and members. The President presides over the monthly GSO meetings, serves as liaison to the Department Chair and the Research-Graduate Program Committee Chairman, and appoints special committees as needed. The Executive Committee officers are elected by the membership and serve a term of one calendar year, January 1 to December 31. The GSA Senators serve as departmental representatives to the university-wide Graduate Student Association. The term of office for the GSA representatives is one year, from August 1 to July 31. Membership dues are \$5.00 per semester (subject to change by vote of the members).

In addition to these activities, the GSO works with the Research-Graduate Program Committee chairman in welcoming new graduate students and helping them get settled in Clemson. All graduate students are encouraged to become active members of the GSO to enhance their educational and social experience at Clemson University.

## **Timetable and Check List**

Each graduate student should be familiar with the steps necessary to obtain a graduate degree (see Table 1). These steps are not taken automatically. **It is the responsibility of the student to initiate action in each area and to complete these requirements on schedule.** Deadline dates are available on the Graduate School's website: <http://www.grad.clemson.edu>. Students having questions about the timetable or procedures should consult their major advisor or a member of the department's Research-Graduate Program Committee. Copies of the Graduate Student forms (GS2, GS5, GS7, and GS4) are available on the Graduate School web page at <http://www.grad.clemson.edu>.

**When you have completed your degree and are ready to leave the department, please be sure to:**

1. **return all theses, books, journals, and other material that you borrowed from the Reading Room, your professors or other students.**

2. return all keys that were issued to you;
3. leave a forwarding address so the department can forward your W2 form and any other mail.



# Title Page format for Professional Papers

Title of Paper

A Professional Paper  
by

I.R. Student

Submitted to the Department of Applied Economics and Statistics  
Of Clemson University  
In partial fulfillment of the requirements for the degree of  
Master of Science – Non-thesis Option

month, year\*

\*of graduation

**Table 1. Steps to be Completed to Obtain Graduate Degree**

<b>What To Do:</b>	<b>When and How To Do It:*</b>
<b><u>Course Requirements</u></b>	
Complete prerequisite courses.	First semester, if possible.
Select major professor to chair the advisory committee.	Master's students by the end of the second semester. Ph.D. students by the end of the fourth semester.
Select advisory committee and submit graduate degree curriculum ( <b>GS2 Form</b> ).	Master's students by beginning of third semester. Ph.D. students by beginning of fifth semester.
<b><u>Examinations</u></b>	
Pass Ph.D. written comprehensive exams and apply for admission to candidacy for doctoral degree ( <b>GS5 Form</b> ).	During second year. Exams are administered in January and August. Time and place will be announced. The exam must be taken no less than six months and no more than five years prior to graduation.
Pass Ph.D. written field exam.	Following successful completion of the economic theory comprehensive exam.
M.S. (Thesis option) and Ph.D. final oral exams ( <b>GS7 Form</b> ).	Consult with major professor after all other degree requirements have been met. Notice of the time and place must be issued to the advisory committee and the Graduate School at least <b>10 days prior</b> to the scheduled date. Must be passed at least two weeks before the GS7 form is required to be submitted to Enrolled Services.*
M.S. (Non-thesis Option) final exam (professional paper presentation) ( <b>GS7 Form</b> )	
<b><u>Thesis or Dissertation</u></b>	
Final draft to major professor.	Six weeks before final oral exam or when requested.
Copies to members of advisory committee.	Not less than three weeks before final oral exam.
Final submission of thesis/dissertation to Graduate School. Hard copy of thesis/dissertation ordered for Department files.	After Graduate School approval and at least one week before the degree is to be awarded.*
<b><u>Graduation Schedule</u></b>	
Application for graduation and diploma order ( <b>GS4 Form</b> )**.	Online form, student login required. Can be completed only by students who plan to graduate in the next graduation. Call Enrolled Services at 656-5339 with questions. <b>[Substantial monetary penalties are incurred for late submission of GS4 Form]*</b>

\*Current deadline dates and information for submitting forms, taking exams, and completing theses and dissertations can be found on line at <http://www.grad.clemson.edu>. A \$25 late fee is assessed for submitting the GS2 and GS4 forms one day after the deadline and will increase at the rate of \$5 per day thereafter (excluding Saturday, Sunday and holidays).

Copies of the GS2, GS5, GS4 and, GS7 forms are available on line at <http://www.grad.clemson.edu>.